

PURPOSE AND ORGANIZATION

Procurement is responsible for the oversight of all purchases including of supplies, materials, construction, and equipment necessary for the delivery of municipal services, as well as professional or personal services.

COOPERATIVE PURCHASING

Texas Statute allows the City to procure goods and services through contracts established by other governmental jurisdictions or approved cooperatives agencies.

Vendors willing to extend to the City existing price agreements with other governmental entities or cooperatives are encouraged to share this information with the City's Procurement Division.

CONFLICTS OF INTEREST

It is the policy of the City of Celina that its employees, officers, or agents shall not have a financial or personal interest that would impair proper discharge of official duties. Soliciting or accepting any gifts, gratuity, favor, or kickback from any person who has or is seeking to do business with the City is prohibited.

PAYMENTS

All vendors must complete a new vendor packet and register as a vendor prior to any payments being made.

Register at: celina-tx.gov/bids



Life Connected.

City of Celina
142 N. Ohio
Celina, TX 75009
972-382-2682
purchasing@celina-tx.gov

CELINA HOME PAGE

celina-tx.gov

PURCHASING HOME PAGE

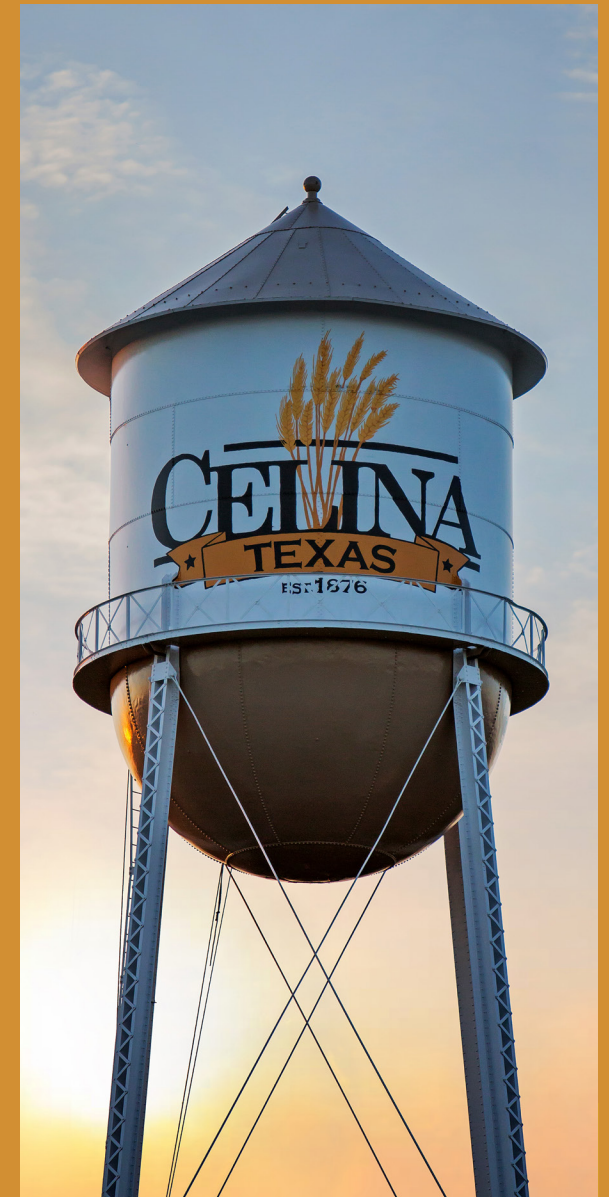
celina-tx.gov/purchasing

VENDOR REGISTRATION/BID LOG IN

celina-tx.gov/bids



The City of Celina was selected by the National Procurement Institute as a 2020 winner of the Achievement of Excellent in Procurement Award.



SUPPLIER GUIDE

Procurement
City of Celina

HISTORICALLY UNDERUTILIZED BUSINESSES

In accordance with Texas Local Government Code, the City of Celina involves small businesses and qualified minority/woman owned businesses to the greatest extent possible in the procurement of goods, equipment, services, and construction projects. The City of Celina utilizes the Historically Underutilized Business (HUB) Program database for obtaining quotes during the quote process.

The Texas Comptroller of Public Accounts is responsible for administering the HUB Program for the State of Texas. For more information, refer to: comptroller.texas.gov/purchasing/vendor/hub/.

POLICY STATEMENT

The Purchasing Division attempts at all times to maintain goodwill between the City government and the business community. We strive to:

- Give all suppliers full, fair, prompt, and courteous consideration
- Keep competition open and fair
- Solicit supplier suggestions in the determination of clear and adequate specifications and standards
- Cooperate with suppliers and consider possible difficulties they may encounter

MINIMUM INSURANCE REQUIREMENTS

1. Workers Compensation (Statutory)
2. Auto Insurance - must meet Texas minimum requirements
3. Comprehensive General Liability
\$1,000,000 per occurrence
\$2,000,000 aggregate
4. Listing the City of Celina as additional insured on the general liability policy
5. Waiver of subrogation on the workers compensation policy

Contact the Procurement Division or log into your eProcurement account to obtain requirements related to a specific project or solicitation.

SUPPLIER PERFORMANCE

Supplier Performance is extremely important. Failure to meet a specified delivery date or other contractual requirement reflects on supplier performance and could lead to termination and non-award of future bid/quote opportunities.

Vendors are encouraged to notify the Procurement Division and/or the using department of any issues including delay in delivery.

PROCUREMENT METHODS

The City of Celina employs the following methods to procure goods and services:

Purchases in amounts of \$0 to \$2,999.99 may be made on the basis of one (1) quotation by the using departments of the City. A Purchase Order (PO) or City issued credit card may be used.

Purchases in amounts of \$3,000 to \$49,999.99 may be made on the basis of a minimum of three (3) quotes by the using departments of the City. HUB vendor quotes are required per statute.

Purchases in the amounts of \$50,000 or greater are subject to requirements of the competitive bid process unless specifically exempted by State Law.

Supply Contracts are established through a competitive bid process to purchase goods and services at a fixed price or a fixed term for a specified period. POs are required to utilize the covered Supply Contract.

Service Agreements are contracts for service and repair of equipment, generally established annually or at the acquisition of the equipment. The Procurement Division will coordinate service agreements. Departments will contact authorized vendors when service/repair of equipment is needed.